

CALENDAR OF SCHOOL NUTRITION PROGRAM REQUIREMENTS

ITEM or PROCESS	DUE DATE	SUBMIT TO DOE	RETAIN IN FILE
CNPweb packet for new Program Year: Sponsor Information Sheet Site Information Sheet(s) Other documents <u>starred</u> on packet page	June 20	√ on line	
Child Nutrition Program Contract or Letter of Agreement	June 20	√ paper	
Food Service Mgmt Co. Contract	June 20	√ paper	
* Direct Certification	July 1 – school start		√
* Parent Letter/Free/Reduced Application To all households <u>not</u> directly certified	<u>After</u> Direct Cert – school start		√
FDP re-certify for new program year Last date to re-certify	August 15 November 1	√ on line	
Production Records	Daily		√
Claim for Reimbursement (CNPweb) Cannot be paid if submitted more than 60 calendar days following the end of claim month	10 th of each month	√ on line	
Annual Financial Report (CNPweb) For previous program year	September 1	√ on line	
Civil Rights Training	annually		√
* Verification Process started	October 1		√
* Direct Verification	October 1		√
* Verification Process completed	November 15		√
* Verification Summary Report	December 15	√ on line	
* On-site Monitoring Process	February 1		√
NSMP (Nutrient Standard Menu Planning) (formerly called NuMenus)	ongoing		√

* Residential Institutions don't do these items.